



DISASTER PREPAREDNESS PLANNING AND OPERATIONS

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This instruction implements AFD 32-40, ***Disaster Preparedness***. It establishes the responsibilities and procedures for the Sheppard Air Force Base (SAFB) Disaster Preparedness (DP) program. It applies to all units located on SAFB, including tenants. It does not apply to geographically separated units. Disaster preparedness is necessary to ensure SAFB maintains the capability to cope with and recover from major accidents, natural disasters, incidents involving weapons of mass destruction, and enemy attacks. Although the threat of a nuclear war is minimal at this time, the threat still exists. Aircraft mishaps and tornadoes continue to pose major threats to the base. Also, the rapid speed of changes that are occurring throughout the world dictate the necessity for SAFB to become and remain capable of protecting base personnel while maintaining the mission in the event of a nuclear incident.

SUMMARY OF REVISIONS

This revision reflects the following changes: **adds** the requirement of semiannual Disaster Preparedness program self-inspections; **makes** annual staff assistance visits (SAV) mandatory for unit DP programs; **adds** the requirement for an annual Weapons of Mass Destruction exercise; and **specifies** changes in specialized DP training requirements. This revision also **incorporates** the changes required due to new AETC publications. A "★" indicates revisions from the previous edition.

Section A -- Disaster Preparedness Programs and Responsibilities

1. The 82d Training Wing Vice Commander (82 TRW/CV) has overall responsibility for the SAFB DP program.
2. The Base Civil Engineer (82 CES/CC) will ensure a base DP program is established and will oversee all aspects of the program.

2.1. The 82d Civil Engineer Squadron Readiness Flight (82 CES/CEX) will manage the DP and Nuclear, Biological, and Chemical (NBC) programs.

2.2. In addition to the duties outlined in AFI 32-4001, *Disaster Preparedness Planning and Operations*, Attachment 2, 82 CES/CEX will serve as the SAFB Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) coordinator and representative at meetings of the Local Emergency Planning Committee (LEPC), and as secretary of the Hazardous Material (HAZMAT) Emergency Planning and Response Subcommittee. Also, 82 CES/CEX will maintain an alert vehicle used as a mobile command post (MCP) by the On-Scene Commander (OSC) for command, control and communications support during major accidents.

2.2.1. Markings designating the vehicle as the MCP will be visible from all sides.

2.2.2. The MCP will have external emergency power ability and be equipped with emergency lights and sirens.

3. The following SAFB units will maintain a DP program:

82 TRW	782 TRG	82 CES	882 TRG
82 CS	982 TRG	82 LG	82 SFS
82 MDG	82 SPTG/SV	82 MSS	80 FTW
82 TRG			

★3.1. Tenant units, to include other military services at SAFB, will also be included in the wing Disaster Preparedness program.

★3.2. 82 CPTS will fall under the 82 TRW program.

4. In addition to the general unit duties outlined in AFI 32-4001, paragraph 1.13, and the specific duties outlined in AFI 32-4001, Attachment 2, SAFB units will accomplish the following through the unit representative:

4.1. Assign personnel to specialized teams and/or DP duties when tasked.

4.2. Review SAFB Plan 32-1 annually and provide 82 CES/CEX inputs concerning unit taskings outlined in the plan.

4.3. Conduct DP quarterly briefings to unit personnel using information packages provided by 82 CES/CEX.

4.4. Ensure specialized team members attend all scheduled training.

4.5. Formulate and submit unit response checklists supporting the SAFB Plan 32-1, Disaster Preparedness Operations, to 82 CES/CEX for review NLT 45 days after the plan/change is published. Provide a finalized copy of each checklist to 82 CES/CEX.

4.6. Develop and maintain a unit DP continuity book using the format outlined in the DP Representative Guide.

★4.7. Conduct a semiannual self-inspection of the unit DP program using the checklist provided in the DP Representative Guide.

★4.8. Submit a quarterly program report letter to 82 CES/CEX NLT the 5th duty day of the quarter.

5. A base Readiness Council composed of the following units will meet as required, at least annually, to facilitate the integration of SAFB units with activities and functions that may affect the base during contingency situations:

82 TRW/CV (Chairperson)	82 TRW/HC	82 TRW/CP
82 TRW/JA	82 TRW/PA	82 TRW/XPE
82 TRW/SE	82 SPTG/CC or CD	82 LG/LGS
82 AMDS/SGPB	82 CES/CEF	82 CES/CEX

Commanders or DP representatives of units with DP programs (see paragraph 3)

5.1. The Readiness Council will receive the following briefings:

5.1.1. 82 CES/CEX will brief base readiness training statistics, results of any SAVs conducted, status of 82 CES/CEX contingency/response equipment, and status of any open items from previous meetings.

5.1.2. 82 TRW/XPE will brief the base exercise evaluation information and exercise trend analysis.

5.1.3. 82 LG/LGSMM will brief the status of Mobility Chemical-Biological Warfare Defense Equipment (CBWDE).

5.1.4. Other organizations may brief their program at the request of the chairperson, or as required, to provide necessary information to the council.

5.2. OPRs of open items must submit monthly updates to 82 CES/CEX.

★6. SAVs will be conducted annually by 82 CES/CEX to assist units with reviewing the status of their program and to provide recommendations for improvements. See paragraph 3 for units requiring SAVs.

★6.1. Units may request additional SAVs by letter to 82 CES/CEX. When requesting the SAV, provide specific areas requiring assistance. A 30-day notice is required when requesting a SAV.

★6.1.1. A 30-day notice will be provided by the CE Readiness Flight .

6.1.2. SAVs will not be conducted within 30 days of any higher headquarters SAV/inspections/assessments.

6.2. A SAV report will be provided to the unit NLT 10 workdays after the visit.

★6.3. Unit representatives may request an informal technical assistance visit (TAV) from 82 CES/CEX. A TAV does not replace the annual SAV, but provides assistance to newly appointed program representatives.

7. The Emergency Planning and Response Subcommittee will perform the function of the HAZMAT Emergency Response Planning Team required in AFI 32-4002, *Hazardous Material Emergency Planning and Response Program*. SAFBI 32-7003, *Installation Environmental Protection Committee*, provides a listing of team members and requirements of the team.

Section B -- Disaster Response Force (DRF)

8. The Disaster Control Group (DCG) is the DRF element that responds to major accidents and provides command and control at the scene of the incident.

8.1. SAFB Plan 32-1, Annex A, lists the units required to provide DCG members. All required units must appoint both a primary and an alternate DCG member. Appointed DCG members must have the authority to direct their unit resources during major accidents.

8.2. Units with DCG members will maintain a DCG kit that includes:

8.2.1 Checklists that detail the action to be taken when responding to a natural disaster, major accident, Broken Arrow, incidents involving Weapons of Mass Destruction (WMD), and/or HAZMAT situation. (SAFB Plan 32-1 provides response guidance for inclusion in the checklists.)

★8.2.2. Grid map of SAFB (IRE/MCP only). Available from 82 CES/CEX.

8.2.3. Texas and Oklahoma state road maps (IRE/MCP only).

8.2.4. Adequate inclement weather gear in the event of an extended response.

8.2.5. Items unique to the unit required to support the On-Scene Commander (OSC).

9. The SAFB Battle Staff/Crisis Action team (BS/CAT) response element serves as the base Survival Recovery Center (SRC). It coordinates the support between the DCG and unit control centers during major accidents and advises the BS/CAT Director on the status of contingency operations.

9.1. The SAFB BS/CAT Guide lists those units required to provide BS/CAT members. A sufficient number of trained and knowledgeable personnel must be available to sustain 24-hour operations over an extended period of time.

9.2. All assigned BS/CAT representatives must:

9.2.1. Be knowledgeable of their unit's resources, capabilities and performance limitations.

9.2.2. Maintain required unit BS/CAT equipment and supplies in both a primary and alternate BS/CAT location.

9.2.3. Develop and maintain checklists for peace and wartime contingencies to accomplish the mission as outlined in SAFB Plan 32-1.

9.2.4. Maintain a copy of all instructions, plans and/or regulations concerning their functional expertise.

10. Each unit listed below must establish and maintain unit control centers (UCC) to serve as the focal point for the unit's resources.

82 TRW/HC	82 MXS/MA	82 TRW/PA	82 MDG
80 FTW	82 MSS	82 CES	82 MSS/CSS
82 CES/CEF	82 TRG	82 CES/CEX	782 TRG
82 CS	882 TRG	82 LG/CCA	982 TRG
82 CONS/LGC	82 LS/LGSS	82 SFS	82 LS/LGST
82 SPTG/SV	82 SPTG		

10.1. Units must either maintain an alternate control center or establish the necessary procedures required to relocate to another control center.

10.2. UCCs will maintain:

★**10.2.1.** Checklists for peace and wartime contingencies. This includes Major Accident Response Exercises (MARE), Broken Arrows, HAZMAT emergencies, natural disasters, enemy attacks and incidents involving weapons of mass destruction (WMD).

★**10.2.2.** Current SAFB DRF Response Grid map and overlay. Available from 82 CES/CEX. Ensure unit facilities are clearly marked on the map.

10.2.3. Recall roster for unit personnel, including civilian personnel, the DCG and specialized team members.

10.2.4. Adequate communication systems. (NOTE: These may be radios, telephones, facsimiles, or unit personnel serving as "runners".) Ensuring all information is disseminated to the lowest level. (The Battle Staff Directives [BSD] are faxed to the groups and then forwarded to their UCCs.)

10.2.5. Plans that task the unit.

10.2.6. A base telephone book.

10.2.7. A list of unit resources that includes the location of equipment necessary to accomplish the unit mission, along with a required list of emergency resupply sources.

10.2.8. A list of key unit phone numbers, Battle Staff rep, cell phones and other squadron offices.

11. DP Specialized teams consist of SAFB personnel who perform the duties necessary to assist SAFB in coping with and recovering from peace and wartime contingency situations. These teams include Shelter Management teams (SMT), Contamination Control teams (CCT) and the Disaster Preparedness Support team (DPST).

11.1. Assigned DP Specialized team members will not have conflicting emergency duties. Specialized team duties will be the member's primary duty during all contingency situations, exercises and training scenarios.

11.2. The SMT consists of unit members who operate base shelters during fallout conditions. SAFB Plan 32-1, Annex C, identifies the buildings designated as shelters and the units required to assign shelter managers. Additional shelter team members will be appointed on a just in time basis. The SAFB Shelter Management Guide outlines the procedures required to manage and operate a base shelter, including the proper format for the required shelter checklists.

11.2.1. Additional SMT members shall be assigned when intelligence indicates an increase in the probability of a nuclear war.

★**11.2.2.** Each shelter manager must assemble, upon increased alert posture, a shelter kit that contains as a minimum:

11.2.2.1. ID badges, arm bands, vests, or other means used to readily identify SMT members.

11.2.2.2. Shelter floor plan that identifies entrances and exits, decontamination area, storage area, first-aid station, sleeping area, eating area, recreation area, mortuary, dosimeter locations, fire extinguisher locations, and the locations of utility shutoffs.

11.2.2.3. Signs which designate areas within the shelter.

11.2.2.4. On-base grid map (Tab # 04-1) with key areas marked (medical facilities, unit control centers, and other base shelter locations).

11.2.2.5. Current publications which include AFMAN 32-4005, *Personnel Protection and Attack Actions*; Shelter Management Guide; SAFBI 32-4001; and SAFB Plan 32-1.

11.2.2.6. Administrative supplies (may be appropriated from work centers located within the shelter).

11.2.2.7. Approved checklists for the shelter commander, shelter supervisor, exposure control, and team chiefs.

11.2.2.8. CDV-777 kits for active shelters. Inactive shelters must have checklists that outline the procedures necessary to receive their kits from 82 CES/CEX.

11.2.2.9. 82 MDG shelter will refer to the 82 MDG Medical Contingency Response Plan.

11.2.2.10. Required forms which include: AF Form 3137, **General Purpose Form**, used as shelter and individual radiological logs (one per authorized shelter space plus an additional 10%); AF Form 1122, **Personal Property Inventory** (one per authorized shelter space plus an additional 10%); and SAFB Form 413, **Shelter Registration Form** (one per authorized shelter space plus an additional 10%).

11.3. The CCT provides radiological decontamination capabilities for SAFB. Each CCT will maintain checklists, approved by 82 CES/CEX, designed specifically for its assigned responsibilities. The following units will provide CCT capability:

- 82 LG (Vehicle DECON) - Contractor provided personnel
- 82 LG (Aircraft DECON) - Contractor Provided Personnel
- 82 MDG (Casualties/Medical Resources)
- 82 CES (Facilities/Ground)

★**11.3.1.** AFI 32-4001, Attachment 2 designates the CCT assignments. It is the responsibility of the unit to determine the number of positions on the team to accomplish the mission.

★**11.3.2.** CCTs must maintain the following equipment requirements:

11.3.2.1. Adequate personal protection.

11.3.2.2. One lightweight decontamination apparatus (M-17, AE-32A/U, or suitable locally procured power washer) for each vehicle, aircraft, and facility/ground teams.

11.3.2.3. Adequate cleaning equipment to include brushes, brooms, mops, buckets, barrels, trashcans, etc.

11.3.3. CCTs must also maintain Technical Orders (TO) for all equipment.

11.4. The DPST augments the 82 CES/CEX during contingency situations. The Resource Augmentation Duty (READY) Program designates those units required to provide DPST members.

11.4.1. Individuals nominated to the DPST must be interviewed by the Readiness Flight Operations element prior to confirmation of appointment. Nominees and DPST members shall meet the requirements in AFMAN 32-4004, *Emergency Response Operations*, 1.5.1.

11.4.2. 82 CES/CEX will ensure the DPST has the equipment necessary for a Contamination Control Station and an Initial Reconnaissance Team.

Section C -- Disaster Preparedness (DP) Exercises

12. 82 TRW/XPE, will perform as the base Exercise Evaluation Team Chief IAW AFI 32-4001, Attachment 5. These duties include forming an Exercise Evaluation Team (EET) and conducting DP exercises to ensure SAFB maintains the capability to respond to peace and wartime contingency situations. Unit support of SAFB Plan 32-1 is paramount to ensuring an effective response capability.

★**13.** Major Accident Response Exercises (MARE) will be conducted quarterly. The following types of exercises will be scheduled annually:

13.1. Incidents involving conventional munitions.

13.2. Incidents involving nuclear weapons/components.

13.3. HAZMAT Emergency Response Exercise.

13.4. Mass casualty response exercise.

13.5. One MARE during non-duty hours.

13.6. Incident involving Weapons of Mass Destruction.

13.7. One MARE involving off-base deployment. (The EET office must coordinate with the local authorities and obtain HQ AETC approval prior to conducting this type MARE).

14. An attack response will be conducted in accordance with AFI 32-4001/AETCSup 1, 5.3.2.

★**15.** A Natural Disaster Response exercise involving tornadoes will be scheduled annually in conjunction with the exercise required in AFI 10-229, *Responding to Severe Weather Events*.

Section D -- Base Notification Procedures

16. A siren system will be used as the primary warning of peace and wartime disasters for SAFB.

16.1. Additional warning methods that may be used are outlined in AFVA 32-4010, *USAF Standardized Alarm Signals*.

16.2. The siren will be tested the first Monday of each month.

16.2.1. The siren will not be tested during inclement weather.

16.2.2. If the first Monday falls on a holiday, the siren will be tested on the following Monday.

16.2.3. Prior coordination with civil authorities is required to test the sirens at any other times.

17. The Base Commanders Conference Telephone Network (BCCTN) and the Emergency Notification System (ENS) will be used to advise SAFB units of weather watches or warnings and the activation of the DRF.

18. The Primary and Secondary Crash Net will be used to advise key SAFB personnel of mishaps involving aircraft.

Section E -- Disaster Preparedness (DP) Logistics

19. Unit logistic requirements must include equipment to support command and control, active and passive defense measures and sustainable operations. For deployable personnel, requirements must also include the equipment necessary to support base recovery after attack.

20. 82d Logistics Group, Mobility Bag Storage Element (82 LG/LGSMM) is the OPR for SAFB personal NBC equipment maintained in C-bags. Chapter 10 of the SAFB Deployment Plan provides guidance on maintaining and assigning C and C-1 bags to base personnel.

★**20.1.** Each individual is responsible for inspecting, cleaning, and certifying the contents of the C-bags assigned to them every 6 months while on Sheppard AFB.

20.2. Units scheduling their mobility personnel for C-bag assignment and inspections, must coordinate with 82 LS/LGSMM.

Section F -- Disaster Preparedness (DP) Training

21. To ensure SAFB effectively responds to any contingency that may occur, all assigned military personnel are required to receive DP training. Training may be conducted through briefings or detailed scheduled training sessions and may cover unit or individual DP responsibilities and duties, or detailed training for DP specialized team members.

★**21.1.** Within 60 days after arriving at SAFB, base personnel shall attend (dependents are encouraged to attend) Base Emergency Preparedness Orientation (BEPO) scheduled by the unit Commander's Support Staff. Unit DP representatives will ensure documentation of briefing attendance in the member's training record or automated data system.

★**21.1.1.** Personnel assigned to Sheppard as a first duty assignment will receive BEPO at the First Term Airmen Center.

21.2. Quarterly unit briefings conducted by unit DP representatives using informational packages provided by 82 CES/CEX will be documented using a memo-for-record format, and filed in the unit DP continuity book.

★**21.3.** Personnel assigned to mobility positions will be scheduled for Nuclear-Biological-Chemical Defense Training (NBCDT) by unit DP representatives or schedulers within 90 days of their assignment. Initial NBCDT is an 8-hour course, and is not required for personnel who have received initial training at another base. Personnel who have received initial NBCDT at another base must attend refresher NBCDT within 90 days of assignment to a mobility position. All personnel on mobility will receive the refresher NBCDT annually.

★**21.3.1** Personnel on mobility shall bring their assigned chemical protective mask and training ensemble to scheduled NBCDT classes.

★**21.3.2.** Personnel assigned to mobility positions shall have a quantitative mask fit test (QNFT) within 90 days of position assignment. Ref. AFMAN 32-4006, ***Nuclear, Biological, and Chemical (NBC) Mask Fit and Liquid Hazard.***

★**21.3.3.** Personnel shall return their chemical protective mask to 82 LS/LGSSDM the next duty day after QNFT or NBCDT.

★**21.3.4.** Personnel shall return their mobility and NBC defense equipment to 82 LG/LGSSDM within 10 days of returning from TDY and prior to taking any leave or compensatory time.

★**21.4.** Personnel not assigned to a mobility position will receive NBCDT before deploying or PCSing to an overseas location.

21.5. It is the unit's responsibility to document member's training.

22. 82 CES/CEX will schedule personnel for both DP Representative and specialized team training and will ensure applicable unit DP Representatives receive notification of unit personnel scheduled to attend this training NLT two weeks before the actual training date.

22.1. To excuse personnel from attending scheduled training, unit, DP Representatives must provide 82 CES/CEX with a legitimate reason for canceling, in writing, at least two days before the scheduled training date.

23. Mandatory training for DP representatives and specialized teams are as follows:

23.1. Required DP Representative initial training is 1 1/2 hours. Quarterly refresher DP Representative training is one hour and may be accomplished through staff assistance visits, attendance at quarterly DP Representative meetings, attendance at scheduled classroom training sessions, or by participation in the Installation Readiness Council meeting.

★23.2. Required DPST initial training is 12 hours. DPST refresher training is conducted quarterly.

★23.3. Required SMT initial training is 7 hours; training will be accomplished on a Just-in-Time basis.

★23.3.1. Shelter managers will receive an initial and annual briefing covering equipment maintenance and program specific information.

★23.4. Required CCT initial training is 4 hours; training will be accomplished on a Just-in-Time basis.

★23.4.1. CCT chiefs will receive an initial and annual briefing covering equipment maintenance and program specific information.

★23.5. Required DCG initial training is 4 hours. DCG refresher training may be accomplished by participation in one MARE or actual major accident annually. DCG members who do not meet this participation requirement will be scheduled for the 2-hour refresher training. This will be tracked by the unit representative.

★23.6. Emergency Planning and Response Subcommittee of the Environmental Planning Committee will identify additional functions needing HAZMAT Training in addition to those specified in AFI 32-4002.

★23.6.1. HAZMAT Awareness Level training is 16 hours. Personnel who are already certified in HAZMAT Awareness level need not take the 16-hour course if a copy of the certificate is provided to 82 CES/CEX prior to any scheduled initial training.

★23.6.2. The Sheppard AFB Spill Response team will be trained to the HAZMAT Operations level.

23.7. EET initial and refresher training is conducted by the EET chief. The EET chief will schedule EET members for required training and will be responsible for documenting all EET training.

Section G -- Forms prescribed

24. AF Form 1122, **Personal Property Inventory**, AF Form 3137, **General Purpose Form**, and SAFB Form 413, **Shelter Registration**.

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